



The **Attendance Certification Report** is used to certify employee leave usage after the end of each pay period. It replaces Form 672.

The **Attendance Verification Report** is used to reconcile time submitted on the Certification Report to balances on the Verification Report.

Frequency: Monthly (after the accrual process has run)

Process-At-A-Glance:

Certifying Attendance

- 1) At the end of each pay period, the department timekeeper runs the process to print the Attendance Certification Report in CMS.*
- 2) Timekeeper manually transfer the total usage (time taken) from employee’s 634 forms and other attendance documentation to the printed Certification Report.
- 3) The Certification Report is signed by the appropriate administrator.
- 4) Timekeeper submits the signed Certification Report with accompanying documentation to Payroll Services by the 6th business day of the new pay period.*

Verifying Attendance (After Monthly Accrual Process)

- 5) After Payroll Services runs the monthly accrual process, the department timekeeper runs the process to print the Attendance Verification Report in CMS.*
- 6) The Verification Report is used to reconcile time submitted on the Certification Report to time on Verification Report.

*Please refer to the Attendance and Pay Schedule on the [Attendance Processing](#) webpage for due dates.

Certifying Attendance

<p><u>Step 1:</u></p> <p>Navigate to the correct page:</p> <p>Menu > CSUF HR > LAPP > Attendance Certification Rpt</p>	<p>Run and print the Attendance Certification Report in CMS.</p> <p>Refer to “Running the Attendance Certification Report” guide for instructions.</p>
<p><u>Step 2:</u></p>	<p>Transfer total usage from employees 634s to the Attendance Certification Report.</p>

How to Use the Attendance Certification and Verification Reports 8.9



Business Process Guide Desk Manual

CALIFORNIA STATE UNIVERSITY, FULLERTON
ABSENCE AND EXCESS HOURS WORKED REPORT

REFER TO INSTRUCTIONS TO COMPLETE THIS REPORT

PAY PERIOD: 1 MONTH 11 YEAR 2005
 REVISION (Replace ALL previous reports for this pay period)
 Dept ID 10057

* 6 3 4 *

NAME (FIRST MIDDLE LAST) Tuffy Titan	SSN	EMPLID/CWID 800-00-0002	SCO POSITION NUMBER 242-000-2010-001	EMPL RCD# 0	FTE 1	FLSA E <input type="checkbox"/> N <input checked="" type="checkbox"/>
---	-----	----------------------------	---	----------------	----------	--

(JD) JURY DUTY (SW01) SUBPOENAED WITNESS FEES TO BE REMITTED
 COURT _____ CITY _____ PARTY EXPERT FEES RETAINED
 (Attach proof of service)

CHARGE ABSENCE TO (see instructions)
 VAC CTO ABSENCE WITHOUT PAY NO FEES RECEIVED

Include all dates in pay period. See State Pay Period Schedule. Employees working irregular work week must indicate daily work schedule below.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours		
IR*																																		
T SL		8																																8
I SLF																																		
M SLU																																		
E FL																																		
R VA								8	8																									16
E CIU																																		
PH HI																																		

634

Step 3: The Attendance Certification form must be signed by the person authorized to approve attendance. This signature must be on file in Payroll Services. Signatures are authorized from the Delegation of Authority forms.

Step 4: Submit signed Certification Report with accompanying documentation to Payroll Services by the 6th business day of the new pay period. Refer to Attendance and Pay Schedule on the [Attendance Processing website](#) for due dates.

Keep copies for verifying attendance and for your records.



Verifying Attendance

The Attendance Verification Report may be printed once Payroll has run the accrual process in CMS. * The accrual process run date is the calendar date following Payroll cutoff. This date will be published on the Attendance and Pay Schedule document located on the [Attendance Processing website](#) .

Step 5:

Navigate to the correct page:

[Menu](#) > [CSUF HR](#) > [LAPP](#) > [Attendance Verification Rpt](#)

Run and print Attendance Verification Report in CMS.

Refer to “Running the Attendance Verification Report” guide for instructions.

Attendance Verification Report

Report ID: FULLA004	Attendance Verification Report For January	Page No. 4 of 4 Run Date 02/01/2007 Run Time 11:17:26
Department: 10057	CMS Project	

Name	EmplID	Plan Rod#	Type	Benefit Plan	Starting Balance	Earned	Taken	Adjusted	Ending Balance
Barker, Bob	899856496	0	50	Sick	336.00	8.00	0.00	0.00	344.00
			51	Graded Vacation (384 hour max)	106.00	16.00	0.00	0.00	122.00
			54	State Service (in months)	11.00	1.00	0.00	0.00	333.00
				Personal Holiday	1.00	0.00	0.00	0.00	1.00
				CTO	0.00	0.00	0.00	0.00	0.00
Burns, Melanie	800564585	0	50	Sick	59.30	8.00	0.00	0.00	67.30
			51	Graded Vacation (272 hour max)	158.00	10.00	0.00	0.00	168.00
			54	State Service (in months)	56.00	1.00	0.00	0.00	57.00
				Personal Holiday	1.00	0.00	0.00	0.00	1.00
				CTO	0.00	0.00	0.00	0.00	0.00
LeaveAcctg, Test	892826645	0	50	Sick	32.00	8.00	0.00	0.00	40.00
			51	Graded Vacation (272 hour max)	26.67	6.67	0.00	0.00	33.34
			54	State Service (in months)	4.00	1.00	0.00	0.00	5.00
				Personal Holiday	1.00	0.00	0.00	0.00	1.00
				CTO	0.00	0.00	0.00	0.00	0.00
NoLeave, Test	892826900	0	50	Sick	16.00	8.00	0.00	0.00	24.00
			51	Graded Vacation (384 hour max)	13.33	6.67	0.00	0.00	20.00
			54	State Service (in months)	2.00	1.00	0.00	0.00	3.00
				Personal Holiday	1.00	0.00	0.00	0.00	1.00
				CTO	0.00	0.00	0.00	0.00	0.00

Step 6:

Reconcile time submitted on Certification Report to time reported on Verification Report.

If there are discrepancies between your records and the report(s), contact your designated Payroll Technician.